

CONNECTICUT VALLEY HOSPITAL OPERATIONAL PROCEDURE MANUAL

SECTION II:	ORGANIZATION FOCUSED FUNCTIONS
CHAPTER 7:	Management of the Environment of Care
PROCEDURE 7.31:	Loss or Damage – Real and Personal State Property
REVISED:	01/2005; 01/2007; 10/28/09; 12/14; Reviewed 06/18
Governing Body Approval:	12/11/14; 06/27/2018(<i>electronic vote</i>)

PURPOSE: All losses of State property shall be reported immediately and proper action taken to minimize the loss.

PROCEDURE:

Upon discovery of a loss or damage to state property, the following reporting procedures shall be instituted; immediate reporting of all occurrences is required:

1. *Loss (by any means) of State funds*, including funds entrusted to an employee and patient funds. Upon discovery, contact the Connecticut Valley Hospital (CVH) Police Department and your Division/Department Director. Division/Department Director are to contact Director of Fiscal Services.
2. *Damage to real property*. Upon discovery, report damage to the Maintenance Department and Director of Fiscal Services and Plant Operations. In the case of vandalism or malicious mischief, or if a dangerous condition exists, the CVH Police should also be notified.
3. *Loss or damage to personal property*. To be reported upon discovery to CVH Police and Program Directors or Division/Department Director.
4. The individual reporting the loss must complete a [CVH-494](#), Incident Report and all required information on [CO-853](#), Loss Report, (to include name and telephone number). The incident report should be filed through normal division channels. A copy of the CVH-494 Incident Report and the CO-853 Loss Report should be sent to the Director of Fiscal and Plant Operations. Lastly, form CO-853 Loss Report must be signed by facility Chief Executive Officer.
 - Form CO-853 Loss Report must be submitted to DMHAS, Office of the Commissioner, Director of Business Administration.
 - The form will be signed by the Director of Business Administration and forwarded to the following offices:
 - original to Fiscal Policy Division at the Office of the State Comptroller
 - copy to Auditors of Public Accounts
 - copy to Insurance and Risk Management Board
 - copy to CT State Police and as applicable to local Security Division
 - copy to the Fiscal Services Bureau so the item can be removed from the Asset Management system.

- 5 *Automobile accidents or damage to automobiles:*
- a. *On the grounds.* Report immediately to CVH Police. All state motor vehicle statutes pertaining to accidents should be followed in all instances. Upon completion of the initial investigation, the accident should be reported immediately to your Program Director or Division Director who shall notify the CVH Garage and Fiscal Services. The driver of the vehicle is responsible for completion of the State-Owned Motor Vehicle Report, form MVCU-1. The form must be completed and submitted to the Director of Fiscal Services and Plant Operations.
 - b. *Off the grounds.* Notify local authorities. All state motor vehicle statutes pertaining to accidents should be followed in all instances. As soon as possible, the Program Director or Division/Department Director and CVH Police should be notified and need to complete a MVCU-1 form.
- 6 State-owned equipment off the grounds. Report immediately to the local authorities and to your Program Director or Division Director who should notify the Director of Fiscal Services.
- 7 Personal effects of patients in the care and custody of the hospital. Report upon discovery to the CVH Police and Program Director or Division/Department Director. Program Director or Division Director shall report losses to the Director of Fiscal and Plant Operations.
- Loss due to theft is not covered by the State of Connecticut. Additional claims against the State for losses suffered by a patient may be addressed to: *The Office of the Claims Commissioner, 239 Washington Street, Hartford, CT. 06106.*